



AASIS Support Center
Quick Reference Guide
containing
Quick Reference Cards
(QRC)
for
HRTRC
Time Recording and Time
Approval
Version 3.2



Version Control Sheet

Course: HRTRC - Time Recording and Time Approval

Courseware items: Quick Reference Cards (QRC's)

Change summary: Changes made to this document are summarized in the following table

DATE	CHANGE	REASON FOR CHANGE	Changed Pgs
4/3/01	QRC developed and published		
05/06/02	Updated with HRTRC Version 2 core courseware		
08/22/02	Updated to Version 2.1 - Combined QRC #1—6 in one Guide	Removed COMP Absence Type. Added CP10, CP15 Absence Types	QRC 1
		Amended definition for SPSTD profile.	QRC 2
		Removed COMP Absence Type. Added CP10, CP15 Absence Types	QRC 3
		Added new Open Schedules	QRC 4
		Message Z3 and Z4 changed to reflect 240/100 hours and 480/200 hours respectively	QRC 6
2/24/03	Updated to Version 3.0 QRG – Time Recording	Added additional wage type codes, Removed FMLC absence type, Removed MILC absence type; Added MC10 & MC15 absence type; Removed WKCC absence type; Added WC10 & WC15 absence types	QRC 4



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DATE	CHANGE	REASON FOR CHANGE	Changed Pgs
02/24/03	Updated to Version 3.0 QRG – Time Recording	Added (r) to Receive on Profile definitions; Updated Definition for SPSTD	QRC 5
		Removed MILC & WKCC absence types; Added MC10, MC15, WC10, WC15 absence type	QRC 6
		Added message “No entry in table T001P for Key”	QRC 9
4/3/03	Updated to Version 3.0a QRG – Time Recording	Added new attendance type, ATHL	QRC 2
		Added new time evaluation messages; ZW – Positive EE use HLDY or WKHL on PH and ZX – Exempt EE, ATHL entered today not PH	QRC 9
9/15/03	Updated to Version 3.1 QRG – Time Recording	Revised Attendance types CT10, CT15, OT10, OT15 and WKHL	QRC 2
9/15/03		Added new absence type, BMPD, CACG and ODPD; Revised CNJL, CP10, CP15, EMBD, INCL, MC10, MC15, PROL, WC10 and WC15 absence types	QRC 4
9/15/03		Added second tip to “Exempt Employee works on a Holiday”	QRC 7



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9/15/03	Updated to Version 3.1 QRG – Time Recording	Revised Z3 and Z4 time evaluation message	QRC 9
		Changed explanation on Z9 evaluation error	QRC 9
		Added new time evaluation messages; ZY – EE PH Cum Bal Zero Mnt. 2012 record; and Technical Error 57	QRC 9
2/16/04	Updated to Version 3.2 QRG – Time Recording	Revised HRTRC – Transactions	QRC1
		Revised description message from (Transaction Code S_PH9_46000588) to (Transaction Code PT_ERL00)	QRC9
		Changed message description on ZW evaluation error	QRC9
		Changed transaction code on Technical error type 57 under explanation section	QRC9



QUICK REFERENCE CARD INDEX

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QRC 1 - HRTRC Transactions

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Task

Menu Path

Transaction Code

Perform Time Recording in CATS	Human Resource > Time Management > Time Sheet > Cats Classic > Record Working Times	CAT2
Approve Time in CATS	Human Resource > Time Management > Time Sheet > Time Sheet > Approval > Approve Working Times	CATS_APPR_LITE
Review Time Recording in CATS	Human Resource > Time Management > Time Sheet > Cats Classic > Display Working Times	CAT3
Display Working Times	Human Resources > Time Management > Time Sheet > Information System > Display Working Times	CATS_DA



QRC 2 - Time Recording Attendance Types

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Codes	Attendance Types
ATHL	Exempt Employee Only. Employee not eligible for holiday but works on the holiday.
ATTN	Attendance Hours Worked
CT10	Bank compensatory time. FLSA Recreation Exemption (Parks & Tourism)
CT15	Bank compensatory time
OFST	Worked Off-site.
OT10	Compensatory Time at 1.0. Pay the employee on their current check.
OT15	Compensatory Time at 1.5. Pay the employee on their current check.
TRNG	Training
WKHL	Worked Holiday



QRC 3 - Time Recording Wage Types (Page 1 of 1)

Codes	Wage Types
1209	Difficult to Fill (5.5%)
1212	Shift Premium (5.5%)
1217	Maximum Security Pay (5.5%)
1218	Hazardous Duty (5.5%)
1220	Maximum Security/Hazardous Duty (11%)
1222	Scheduled After Hours – LPN - \$20
1223	Unscheduled After Hours – LPN - \$22
1224	Scheduled After Hours – RN - \$28
1225	Unscheduled After Hours – RN - \$33
1226	Pulaski County Scheduled After Hours – LPN - \$21
1227	Pulaski County Unscheduled After Hours – LPN - \$23
1228	Pulaski County Scheduled After Hours – RN - \$36
1229	Pulaski County Unscheduled After Hours – RN - \$41
1230	Hospice Call – Backup – Weekday - \$5
1231	Hospice Call – Backup – Weekend/Holiday - \$7
1232	Home Health – Backup – Weekday - \$9
1233	Home Health – Backup – Weekend/Holiday - \$16



QRC 4 - Time Recording Absence Types

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Codes	Absence Types
ADMP	Administrative Leave Paid
ADMU	Administrative Leave Unpaid
ANNL	Annual Leave. This absence type affects the annual leave balance.
BMPD	Bone Marrow donation. This is a paid absence
CACG	US Air Force Civil Air Patrol or US Coast Guard Auxiliary. This is paid absence for participation in Emergency and Rescue Services
CATL	Catastrophic Leave. This absence type affects the Catastrophic Leave Balance
CNJL	Court & Jury Leave. This is a paid absence
CP10	Compensatory Time. This absence type will deduct from the Compensatory Absence Quota 15 – Straight Time (1.0)
CP15	Compensatory Time. This absence type will deduct from the Compensatory Absence Quota 16 – Overtime (1.5)
DISP	Disciplinary Leave. This is an unpaid absence type
DSTR	Disaster Service. This absence type will affect the Disaster Service Absence Quota
EDUN	Education Leave Without Pay
EDUP	Education Leave With Pay
EMBD	Employee Birthday. This absence type will affect Birthday Quota
FMLA	Family Medical Annual . Employee uses Annual Leave Quota for Family Medical Leave
FMLH	Family Medical Holiday. Employee uses Holiday Leave Quota for Family Medical Leave
FMLL	Family Medical LWOP. Employee taking this leave will not be paid.
FMLS	Family Medical Sick. Employee uses Sick Leave Quota for Family Medical Leave

(Continued)



QRC 4 - Time Recording Absence Types (Page 2 of 3)

Codes	Absence Types
FMLT	Family Medical Catastrophic Leave. Employee uses Catastrophic Leave Quota for Family Medical Leave
HLDY	Holiday. This absence type will affect Holiday Leave Quota
INCL	Inclement Weather Leave. Absence type used when the Governor declares leave under the Inclement Weather Policy. This is a paid absence
LWOP	Leave Without Pay. (Regular Leave Without Pay Absence Type)
MC10	Military Leave Comp 1.0. Employee uses Comp 1.0 for Military Leave and will reduce Quota 15
MC15	Military Leave Comp 1.5. Employee uses Comp 1.5 for Military Leave and reduce Quota 16
MILA	Military Leave Annual. Employee uses Annual Leave for Military Leave
MILH	Military Leave Holiday. Employee uses Holiday Leave Quota for Military Leave
MILL	Military LWOP. Employee is not paid.
MILV	Military Leave. This paid absence type affects the Military Leave Quota
ODPD	Organ donation. This is a paid absence
PROL	Governor Proclamated Leave. Used when the Governor proclamate a period of time as paid holiday or leave. DO NOT USE FOR THANKSGIVING FRIDAY
SICK	Sick/Illness. This absence type will affect Sick Leave Quota
WC10	Workers Compensation Comp 1.0. Employee uses Comp Leave Quota for work related injury at straight time (1.0), Quota 15
WC15	Workers Compensation Comp 1.5. Employee uses Comp Leave Quota for work related injury at overtime (1.5), Quota 16
WKCA	Workers Compensation Annual. Employee uses Annual Leave Quota for work related injury



QRC 4 - Time Recording Absence Types

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Codes	Absence Types
WKCH	Workers Compensation Holiday. Employee uses Holiday Leave Quota for work related injury
WKCL	Workers Compensation LWOP. Unpaid absence for a work related injury
WKCS	Workers Compensation Sick. Employee uses Sick Leave Quota for work related injury
WKCT	Workers Compensation Cat Leave. Employee uses Catastrophic leave quota for work related injury



QRC 5 - Time Recording Data Entry Profiles

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Profile	Definition	Role
TDESTD	Standard profile used to record time that is charged to an employee's Master Cost Center. May also be used to record time to a Receiver Cost Center, Receiver (Internal) Order, or Receiver WBS Element.	Agency Time Data Entry
TSSTD	Standard profile used to record time that is charged to an employee's Master Cost Center. May also be used to record time to a Receiver Cost Center, Receiver (Internal) Order, or Receiver WBS Element.	Agency Time Management Specialist
SPSTD	Standard profile used to review time that has been charged to an employee's Master Cost Center. May also be used to review time that is charged to a Receiver Cost Center, Receiver (Internal) order, or Receiver WBS Element.	Agency Time Management Supervision
TMSTD	Standard profile used to record time that is charged to an employee's Master Cost Center. May also be used to record time to a Receiver Cost Center, Receiver (Internal) Order, or Receiver WBS Element.	Agency Central Time Management



QRC 6 – Time Recording Integration Points

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Any time off work that is linked to an Absence Quota (Leave type) will automatically be reduced. These Absence types affect Leave accounts.

Absence type	Absence description	Absence Quota	Absence Quota (Leave) Affected
ANNL	Annual	01	Annual Leave
CATL	Catastrophic Leave	08	Catastrophic Leave
CP10	Compensatory Time	15	Compensatory Time @ 1.0x
CP15	Compensatory Time	16	Compensatory Time @ 1.5x
DSTR	Disaster Service	09	Disaster Service leave
EMBD	Employee Birthday	07	Employee Birthday leave
FMLA	Family Medical Annual	01 10	Annual leave Family Medical Leave
FMLH	Family Medical Holiday	05 10	Holiday leave Family Medical Leave
FMLL	Family Medical LWOP	10	Holiday leave Family Medical Leave
FMLS	Family Medical Sick	02 10	Sick leave Family Medical Leave
FMLT	Family Medical CAT Leave	08 10	Catastrophic Leave Family Medical Leave

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QRC 6 – Time Recording Integration Points

(Page 2 of 2)

Any time off work that is linked to an Absence Quota (Leave type) will automatically be reduced. These Absence types affect Leave accounts.

Absence type	Absence description	Absence Quota	Absence Quota (Leave) Affected
HLDY	Holiday	05	Holiday leave
MC10	Military Leave Comp 1.0	15	Compensatory Time @ 1.0x
MC15	Military Leave Comp 1.5	16	Compensatory Time @ 1.5x
MILA	Military Leave Annual	01	Annual Leave
MILH	Military Leave Holiday	05	Holiday leave
MILV	Military Leave	06	Military Leave
SICK	Sick	02	Sick leave
WC10	Worker's Compensation Comp 1.0	15	Compensatory Time @ 1.0
WC15	Worker's Compensation Comp 1.5	16	Compensatory Time @ 1.5x
WKCA	Worker's Compensation Annual	01	Annual leave
WKCH	Worker's Compensation Holiday	05	Holiday leave
WKCS	Worker's Compensation Sick	02	Sick
WKCT	Worker's Compensation Catastrophic Leave	08	Catastrophic leave



QRC 7 – Time Recording Time Entry Tips when Holiday Occurs

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NON-EXEMPT EMPLOYEE	<p>AASIS will bank the Daily Work Hours from Planned Working Time (Infotype 7). Employees assigned OPEN08 will bank 8 hours, OPEN09 will bank 9 hours, OPEN10 will bank 10 hours, OPEN12 will bank 12 hours, OP12.25 will bank 12.25 hours, OPEN24 will bank 24 hours. Employees assigned OPEN 08 but with Employment Percentage in Planned Working Time of 50% will bank 4 hours, etc.</p> <p>Supervisors are responsible for determining an employee's eligibility for the holiday. All 'regular salaried' and 'extra help' employees are eligible to receive holiday pay only if they are in pay status on their last scheduled work day before the holiday and at least one hour on the first scheduled work day after the holiday.</p> <p>If ineligible for the holiday a Quota Correction (Infotype 2013) must be made to reduce the employee's holiday bank. If the employee works, attendance type (ATTN) should be entered on the timesheet. No time entry is required if the holiday is a scheduled day off.</p>
NON-EXEMPT EMPLOYEE SCHEDULED TO WORK ON HOLIDAY BUT TAKES OFF	<p>1) Record absence type HLDY for the number of hours absent to pay the employee for the holiday. This is normal occurrence for State employees.</p> <p>2) Enter attendance type ATTN if the employee works less than their daily work hours and absence type HLDY for the number of hours up to the daily work hours. Example: If employee is scheduled to work 8 hours but takes off 5 hours, enter an attendance type ATTN for 3 hours and HLDY for 5 hours.</p>
EXEMPT EMPLOYEE WORKS ON A HOLIDAY	<p>1) Enter attendance type WKHL for all hours worked.</p> <p>2) If Exempt employee is not eligible for holiday but actually works on the holiday, enter ATHL to pay the employee</p>
EXEMPT EMPLOYEE'S SCHEDULED OFF DAY OCCURS ON A HOLIDAY	<p>1) AASIS will bank the number of daily work hours in Planned Working Time.</p>



QRC 8 – Time Recording 12 HOUR TO 24 HOUR CONVERSION

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12:15AM	=	0015	
12:30AM	=	0030	
12:45AM	=	0045	
1:00AM	=	0100	Zero One Hundred Hours
1:15AM	=	0115	
1:30AM	=	0130	
1:45AM	=	0145	
2:00AM	=	0200	
3:00AM	=	0300	
4:00AM	=	0400	
5:00AM	=	0500	
6:00AM	=	0600	
7:00AM	=	0700	
7:30AM	=	0730	Zero Seven Thirty Hours
8:00AM	=	0800	Zero Eight Hundred Hours
9:00AM	=	0900	
10:00AM	=	1000	
11:00AM	=	1100	
12:00PM (NOON)	=	1200	Twelve Hundred Hours
12:01PM	=	1201	
12:15PM	=	1215	
12:30PM	=	1230	
12:45PM	=	1245	
1:00PM	=	1300	
2:00PM	=	1400	
3:00PM	=	1500	
4:00PM	=	1600	
4:30PM	=	1630	Sixteen Thirty Hours
5:00PM	=	1700	Seventeen Hundred Hours
6:00PM	=	1800	
7:00PM	=	1900	
8:00PM	=	2000	
9:00PM	=	2100	
10:00PM	=	2200	
11:00PM	=	2300	
12:00AM (MIDNIGHT)	=	2400	Twenty-four Hundred Hours



QRC 9 – Time Recording Time Evaluation Error Message Glossary (Page 1 of 7)

Below is a list of messages that are generated during time evaluation. These messages are sent to the Time Administrator's inbox. Z1 through ZY can also be displayed using the Time Evaluation Message Display Report (Transaction Code PT_ERL00).

Warning messages are sent to the Time Administrator's inbox to provide information regarding an employee's time and leave. **Warning messages will not prevent an employee's time and leave from successfully processing through time evaluation. Messages viewed in the Time Evaluation Log will be yellow.**

Hard error messages are sent to the Time Administrator's inbox to provide information that an employee's time and leave have not successfully processed through time evaluation. **The errors must be corrected before a successful time evaluation can occur for the employee. Messages viewed in the Time Evaluation Log will be red.**

Message Number	Message	Explanation
Z1	EE Comp time has exceeded 200 hours	Warning message that an employee's compensatory time has exceeded 200 hours. This information can aid a supervisor in scheduling overtime since AASIS will automatically pay out all hours over 240.
Z2	EE Comp time has exceeded 400 hours	Warning message that an employee's (7K firefighter or law enforcement) compensatory time has exceeded 400 hours. This information can aid a supervisor in scheduling overtime since AASIS will automatically pay out all hours over 480.
Z3	Comp time>240/200, excess bal paid out!!	Warning message that an employee has automatically been paid for compensatory time exceeding 240/200 hours.

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QRC 9 – Time Recording

Time Evaluation Error Message Glossary (Page 2 of 7)

Message Number	Message	Explanation
Z4	Comp time >480/400, excess bal paid out!!	Warning message that an employee has automatically been paid for compensatory time exceeding 480/400 hours.
Z5	EE Annual leave exceeded 200 hours	Quarterly Warning message that an employee's annual leave balance exceeds 200 hours. This information can aid a supervisor in scheduling time off so the employee will not lose hours in excess of 240 on December 31. Employees may also want to consider donating to the catastrophic leave bank if they cannot use the excess leave. This message will also be sent if a recalculation in time evaluation occurs during the quarter.
Z6	EE Annual leave exceeded 240 hours	Quarterly Warning message that an employee's annual leave balance exceeds 240 hours. This information can aid a supervisor in scheduling time off so the employee will not lose hours in excess of 240 on December 31. Employees may also want to consider donating to the catastrophic leave bank if they cannot use the excess leave. This message will also be sent if a recalculation in time evaluation occurs during the quarter.
Z7	EE Sick Leave exceeded 900 hours	Quarterly Warning message that an employee's sick leave balance exceeds 900 hours. Employees may want to consider donating sick leave in excess of 960 hours to the catastrophic leave bank prior to December 31. This message will also be sent if a recalculation in time evaluation occurs during the quarter.
Z8	EE Sick Leave exceeded 960 hours	Quarterly Warning message that an employee's sick leave balance exceeds 960 hours. Employees may want to consider donating sick leave in excess of 960 hours to the catastrophic leave bank prior to December 31. This message will also be sent if a recalculation in time evaluation occurs during the quarter.
Z9	Pub Holiday Bal not equal breakdown	Warning message that an employee has a public holiday balance that has not been assigned to an individual public holiday. Tutorials and Business Process Procedures are posted on AASIS website under Time & Leave Administration courseware.

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QRC 9 – Time Recording Time Evaluation Error Message Glossary (Page 3 of 7)

Message Number	Message	Explanation
ZA	Extra Help EE TotWorking Hrs>900	Warning message that an extra help employee has worked more than 900 hours. This information is provided to monitor extra help hours worked to prevent employee from exceeding 1000 hours in the current fiscal year.
ZB	Extra Help EE TotWrk Hrs>1000!!!!	Warning message that an extra help employee has worked more than 1000 hours in the current fiscal year. Time Administrators should notify supervisors so the employee can be terminated or transferred to a regular position. Those agencies with special language for number of hours an employee can work are not affected by this message.
ZC	Time Evaluation too far into future	Warning message that time evaluation has been run for a future date. AASIS does not allow time evaluation for future dates except in instances when State Payroll changes the payroll date due to a holiday that occurs on Monday. Rerun time evaluation for the current day. This will reset the time evaluation indicator.
ZD	Hours paid excess 40 was adjusted	Warning message that an employee's paid attendances and absences exceed 40 hours in a week. Verify that planned work schedule, absences, and attendances are correct. Make time entry corrections on the CATS timesheet if necessary.
ZE	EE Total Weekly Hrs Less Than Plan	Warning message that an employee's total weekly hours are less than their planned work schedule. Verify time entry to ensure that time entry is correct. Make time entry corrections on the CATS timesheet if necessary.
ZF	EE Total Pay Cycle Hrs<Plan Hrs	Warning message that an employee's total pay period hours are less than their planned work schedule. Verify time entry to ensure that time entry is correct. Make time entry corrections on the CATS timesheet if necessary.
ZG	PubHol Not able to Pay/Bank!!!	Warning message that an exempt employee is not eligible for holiday bank or pay. AASIS reads the last scheduled work day before a holiday and the next scheduled work day to determine eligibility.

(Continued)



QRC 9 – Time Recording

Time Evaluation Error Message Glossary (Page 4 of 7)

Message Number	Message	Explanation
ZH	Hours paid excess 80 was adjusted	Warning message that an employee's paid attendances and absences exceed 80 hours in a pay period. Verify that planned work schedule, absences, and attendances are correct. Make time entry corrections on the CATS timesheet if necessary.
ZI	Negative EE, HLDY not allowed on PH	Warning message that an exempt employee has absence type HLDY entered on the timesheet on a public holiday. Correct the timesheet. Exempt employees are paid based on their planned work schedule. No entry is required.
ZJ	Negative EE, ATTN not allowed on PH	Warning message that an exempt employee has an attendance type ATTN entered on the timesheet on a public holiday. Correct the timesheet. Exempt employees who work on the holiday should enter attendance type WKHL to bank the holiday.
ZL	Invalid PSA/Work Week entered	HARD ERROR message that the Personnel Subarea (Infotype 0001) and the Planned Work Schedule (Infotype 0007) do not match. This prevents an employee's time from successfully being processed in time evaluation. Infotypes must be corrected before the employee can successfully run through time evaluation. These Infotype corrections are performed by the Agency Personnel Management role.
ZN	Not enough FMLA quota to deduct	<p>HARD ERROR message that the employee does not have enough family medical leave quota to deduct. The family medical leave quota must be created in Infotype 2013 ("System Generated Leave (Quota) Corrections" BPP) before time entry on the timesheet. If the quota is not created an employee's time will not successfully process in time evaluation.</p> <p>To correct this message:</p> <ol style="list-style-type: none">1.Delete FMLA absence types on the CATS timesheet.2.Create the family medical leave quota (Infotype 2013).3.Run time evaluation4.Reenter the FMLA absence types on the CATS timesheet, approve, transfer and run time evaluation. <p>The FMLA absence type will deduct from the leave quota and the family medical leave quota.</p>

(Continued)



QRC 9 – Time Recording

Time Evaluation Error Message Glossary (Page 5 of 7)

Message Number	Message	Explanation
ZO	Hours <20 hrs/wk (1000 hrs/yr.)	Warning message to provide information for the Benefits Administrator. This message will not be displayed in the time administrator's inbox.
ZP	Hours > 19 hrs/wk	Warning message to provide information for the Benefits Administrator. This message will not be displayed in the time administrator's inbox.
ZQ	Hours < 80 hrs/mth	Warning message to provide information for the Benefits Administrator. This message will not be displayed in the time administrator's inbox.
ZR	Hours >=80 hrs/mth	Warning message to provide information for the Benefits Administrator. This message will not be displayed in the time administrator's inbox.
ZS	TMS=9 w/OPEN schedule not allowed	HARD ERROR message that a non -exempt employee has an OPEN planned work schedule with time management status 9. This prevents the employee's time from successfully being processed through time evaluation. Correct the time management status to 1 in Infotype 0007. This Infotype correction is performed by the Agency Personnel Management role.
ZT	Only Use Schema ZM04 For Time Eval	HARD ERROR message that indicates time evaluation was run using a schema other than ZM04. This message should not appear unless the employee has another time evaluation error resulting from a recalculation into the period this message originally occurred. Correct the other time evaluation error and run time evaluation.
ZU	PubHoliday Not run properly, Rerun	HARD ERROR message that usually appears when a recalculation of time evaluation has been run into a prior period where a holiday occurred. Recalculate time evaluation back to the date of the holiday.

(Continued)



QRC 9 – Time Recording Time Evaluation Error Message Glossary (Page 6 of 7)

Message Number	Message	Explanation
ZV	IT2001 w FullDayInd. Absence24hr!	HARD ERROR message that occurs when changes have been made to the personnel subarea (exempt to non-exempt) and time has already been entered on the CATS timesheet. To uncheck the full day indicator: 1.Go to transaction PA61 and enter Infotype 2001 choose all as the period, click the overview icon and complete the following steps: 2.In the time fields enter time pairs (in and out time) for the number of hours in absence hours. 3.Green check (fields will change to red) 4.Delete the time pairs 5.Green check 6.Save (the full day indicator box should now be unchecked).
ZW	ATT/ABS not HLDY/WKHL on PH	Warning message that an absence type other than HLDY has been entered on the timesheet on a holiday for a positive reporting employee. Make the necessary change(s) to the timesheet.
ZX	Exempt EE, ATHL entered today not PH	HARD ERROR that exempt employee has attendance type ATHL entered on the timesheet on a day that is not a public holiday. The timesheet entry must be corrected.
ZY	EE PH Cum Bal Zero Mnt. 2012 record	HARD ERROR that HLDY was used on the timesheet and the Cumulated Time Evaluation Results Report (S_AHR_61015597) is showing zero hours for holiday breakdown. Create an infotype 2012 record for holiday hours and rerun Time Evaluation.



QRC 9 – Time Recording Time Evaluation Error Message Glossary (Page 7 of 7)

The following messages are hard errors and will stop an employee's time and leave from successfully processing in Time Evaluation.

Message Identification	Message	Explanation
Technical Error type no 81	Date processing terminated for EE pern# name	Check Infotype 041 (Date Specifications). This Infotype is created and maintained by the Agency Personnel Management role.
Error Entry no 83 Error when creating absence quota	Change in earliest retroactive accounting for time eval not possible	Contact the AASIS Help Desk for assistance in resolving this error.
Collision between quota corrections of the same quota type	Collision between quota corrections of the same quota type	HARD ERROR which occurs when multiple Infotype 2013s (quota corrections) have been created for the same quota type with the same effective date. Verify information created in Infotype 2013 and make necessary corrections.
No entry in table T001P for Key	No entry in table T001P for Key	HARD ERROR where the hire date (action) has been changed. Agency must notify OPM Payroll
Technical Error type 57	No rule for key	HARD ERROR where a negative exist in the Cumulated Time Evaluation Results Report (PT_ERL00) and Hldy was entered on the timesheet. Infotype 2012 must be created to increase the holiday assignment to a positive number.

Please refer questions to the AASIS Help Desk at 683-2255 or use the Help Desk Request form on the AASIS web site at:
<http://aasis.state.ar.us/helpdeskform.php>